

# TRANSMIT LOCAL FILED RETURNS TO TAX

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## Effective Date

01/01/2019

## Overview

This process addresses the transmitting of returns to TAX for processing once the returns have been screened in the local office. Depending on the type of work, each group of returns will be identified by one of several header documents:

- ACCEPTED accelerated refunds are bundled and a LOCAL AR-GREEN, [On-line Accelerated Refund-Accepted Group Control Document](#) will be placed on top of the documents for ready identification.
- DENIED accelerated refunds are bundled and a LOCAL DENIED-PINK, [On-line Accelerated Refund- Denied Group Control Document](#) will be placed on top of the documents for ready identification.
- All other processed returns are bundled and either a [Form LAP-Sort 1](#) document or [Form LAP-Sort 2](#) has been completed which identifies the nature of the work being transmitted to TAX.

Once the return documents have been properly grouped and bundled, the Commissioner of Revenue Office Locality Representative prepares a Locality Shipment Form to identify the number of cartons or envelopes included in the shipment. The Locality Shipment Form is placed in the first carton or envelope.

Please refer to FORM: [Locality Shipment Form](#).

## Tasks

[Prepare Returns for Transmittal to TAX](#)

[Transmit Returns to TAX](#)

## Published Date

12/01/2018